

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150029-0

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BS-	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
SAC CIVIL SERVICE COMMISSION ANNUAL REPORT						<input checked="" type="checkbox"/>	STATISTICAL
						<input checked="" type="checkbox"/>	NARRATIVE
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
7		Annually				4	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES		IF YES GIVE ADP PROCESSING NO.		Civil Service Commission	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
SAC Staff				NA			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-13/10	\$10.48		3		\$31.44		1 \$31.44
GS-08/2	\$ 4.45		3		\$13.35		1 \$13.35
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$44.79	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>This fiscal year report is required by the Civil Service Commission. CSC combines such data from all government agencies to reflect to the President and the Congress the total results of government-wide incentive awards efforts. So that undue attention will not be drawn to our performance records, the CSC merges our statistics under an "all other" category so that CIA is not listed individually. Report started by CSC in 1955.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
						AT	
16. DATE OF INVENTORY		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150029-0					
8 October 1970							